

**CAPITAL GYMNASTICS GIRLS' BOOSTER CLUB, INC.
HANDBOOK**

2021-2022

I. CGGBC

- About CGGBC
- Board of Directors

II. MEMBERSHIP

- Annual Membership Drive
- Membership Dues
- Renewing Members
- Membership Expectations
- Meetings
- Non-Girl Competitive Team Participation in Distribution of Fundraised Earnings

III. COMPETITION FEES

- Capital's Assessments
- CGGBC's Pre-Assessment
- CGGBC's Voluntary Reimbursement Account
- Fees and Penalties

IV. CAPITAL'S REFUND POLICY

V. FUNDRAISED EARNINGS DISTRIBUTION

- Allocation of Fundraised Earnings
- Resource Account
- Extended Season Account

VI. FUNDRAISERS

VII. RULES AND PENALTIES FOR WORKING CGGBC FUNDRAISER EVENTS

I. CGGBC

About CGGBC

Capital Gymnastics Girls' Booster Club ("CGGBC") was founded in 2003 and is a parent-operated, non-profit organization. CGGBC was established to support and encourage girls' competitive gymnastics. We file our taxes as a 501(c)(3), therefore all fundraising is done on behalf of CGGBC and participation in the club does not create a right, claim, or entitlement by individual members of CGGBC to any of the funds raised. All distributions of fundraised earnings are set in accordance with rules approved by the CGGBC Board of Directors.

CGGBC and Capital Gymnastics National Training Center ("Capital") are separate entities with different purposes. Any questions or concerns about the facility, coaching, fees or competitive meets should be directed to Capital's main office. Any questions regarding CGGBC should be directed to the CGGBC President at cggbc.president@gmail.com.

Gymnastics is an expensive sport in which to participate. Competition expenses include, competitive leotard, warm-up suit, competition entry fees and coaches' expenses. CGGBC fundraises to help defray competition expenses and to further gymnastics opportunities for all female amateur athletes.

Board of Directors

CGGBC is run by elected officers of the Board of Directors (the Board) whose positions and duties are described in detail in CGGBC's By-Laws. Yearly elections are held in May. The nomination sheet and written notice of said nomination sheet will be posted ten (10) business days before going to a vote. A current list of the Board and their corresponding contact information can be found at CGGBC's website (www.cggbc.com).

II. MEMBERSHIP

Annual Membership Drive

The annual membership drive for 2021-2022 will begin July 1. Families of girls on any of the gymnastics teams (Levels 3-10, Elite, and Xcel) at Capital are eligible to join CGGBC at any time throughout the season. To join CGGBC, one is required to read the CGGBC Handbook and Bylaws, and complete and sign/acknowledge the online form located in the CGGBC website under membership, www.cggbc.com. Payment for the annual membership fee for the 2021-2022 season will need to be paid prior to becoming an official member.

Membership Dues

All members are required to pay an annual membership fee of \$45.00 for the first athlete in the family and \$20.00 for each additional sibling. Membership for the 2021-2022 year will run from July 1 – June 30. For the 2021-2022 year, refunds of the annual membership fee will be given upon request if the CGGBC member leaves Capital before October 1. Prospective members joining after the cut-off date for fundraising for 2nd assessment will pay 50% of the membership fee.

The booster club relies on fundraising to reduce the fees of its members. As you know, fundraising takes volunteers. In order to achieve our goal this year, we will be initiating a volunteer obligation of five

volunteer credits per family for group fundraisers. If you join after the second assessment you will be required to volunteer for three credits. If you earn money toward your assessments in a volunteer position, that will not count toward your five credits. For most volunteer credits, we will be requiring the volunteer to be at least 16 years of age. Volunteer credits will be available throughout the year and will be available via sign up. Volunteer credits may vary by time commitment and will be first come first serve. The minimum number of credits required is a floor and not a ceiling! If a job needs to be filled and you are available, please help even if you have met your obligation.

Some of the volunteer positions in the Booster Club are very demanding and require a lot of time and work. These positions will automatically serve as meeting the five credits for the year. These positions are Board Members/Banquet Planning, Assessment Spreadsheets, Meet Lead, and Kick-Off Party Lead. The Board reserves the right to add to this list as needed. The other volunteer positions will be evaluated, and the number of credits awarded for that job will be communicated to the Booster members during sign up. The Board reserves the right to add or take away from this list as needed.

The Booster Club Volunteer Opt-Out Fee is \$150 per family. If you have not completed your five credits by the end of the season, you will be charged this fee. Please know that this policy is not intended to be punitive or to prevent children from joining CGGBC. If you have extenuating family circumstances that impact your volunteering, please talk with the booster club president.

Renewing Members

Those wishing to renew their membership must complete the registration process and pay their dues by July 31st of the current year to continue membership without disruption, and thereby retain the right to participate in the distribution of fundraised earnings, if any, earned by the club in the prior membership year. If a renewing member does not sign the three (3) Acknowledgment Forms and pay his or her dues by July 31st, he or she is no longer a member of CGGBC and knowingly forfeits his or her right to participate in the distribution of any past fundraised earnings from the prior membership year. This means that if you have funds currently in your account and you do not join by July 31, you will lose all funds. There will be no exceptions to this!

Membership Expectations

CGGBC is a parent-operated organization. Members are required to abide by the CGGBC Handbook and By-Laws, which can be found on CGGBC's website (www.cggbc.com).

Members are expected to conduct themselves in a manner that is courteous and respectful to all other members of CGGBC. Engagement in any behavior that – in the sole judgment of the CGGBC Board – negatively impacts CGGBC in any way is grounds for immediate expulsion from CGGBC and he or she knowingly forfeits his or her family's right to participate in the distribution of any fundraised earnings. However, the Board reserves the right to give a member the opportunity to rectify their behavior by signing a misconduct letter presented by CGGBC President and another member of the Board. The member will have the option to bring a third party to this meeting to serve as a witness.

Members that leave Capital's team program or CGGBC at any time during the season, for any reason, forfeit their ability to participate in CGGBC's distribution of fundraised earnings. Since CGGBC is a 501(c)(3) organization, members have no individual claim or right to fundraised earnings whatsoever.

Meetings

An Annual Membership Meeting shall be held at a place, date, and time designated by the President.

In order to facilitate and encourage more membership participation on issues before the Board of Directors, board meeting agendas will be published on the CGGBC website (www.cggbc.com). All members are encouraged to review the agenda and present any questions or comments to a Board Representative, preferably in writing. The Board Representative will then, in turn, compile all comments and questions received from the general membership and present it to the Board at the specified board meeting. Members can offer agenda topics at any time to a Board Representative.

Non-Girl Competitive Team Participation in Distribution of Fundraised Earnings

In the event a member has, not only a girl who is on any of Capital's competitive girls' gymnastics teams (Levels 3 – Elite and Xcel), but also, either **(a)** has another child (or children) that compete(s) on a competitive team at Capital (not to include Cheer) other than the girls team, and/or **(b)** the competitive girl gymnast competes on multiple teams at Capital, said Member can still fundraise for CGGBC, and both "girl team" and "non-girl team" gymnast (one person or multiple persons) may participate in the distribution of fundraised earnings for their respective assessments and/or other expenses as allowed by the CGGBC By-Laws and Handbook. Under this section, the family member is responsible for submitting all relevant information regarding assessment payment amounts and scheduling to the President, Treasurer and Assistant Treasurer. As a condition precedent to participating under this section, said member may not simultaneously fundraise for any other booster club at Capital without the express permission of the President, and this decision will be made on a case-by-case basis. All athletes in member families who wish to participate under this section will pay \$45 for the first athlete and \$20 for each additional athlete.

III. COMPETITION FEES

Capital's Assessments

All team members are responsible for paying competition fees Capital Gymnastics NTC ("Capital"). CGGBC members are responsible for paying competition fees to CGGBC unless other arrangements are made by the family with Capital. Capital determines the competition fees for each level and requires three installment payments or

"Assessments" of 40%, 40%, 20%, due in September, December, and March, respectively. Capital announces the amounts of these three assessments in July or August of each calendar year. See chart below for assessment amounts from prior years:

Level	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
3	NA	\$1,000	\$1,050									
4	\$550	\$575	\$610	\$700	\$860	\$890	\$915	\$1,000	\$1,050	\$1,050	\$1,000	\$1,050
5	\$650	\$700	\$760	\$850	\$900	\$925	\$940	\$1,020	\$1,100	\$1,100	\$1,000	\$1,050
6	\$650	\$700	\$760	\$900	\$950	\$975	\$1,000	\$1,050	\$1,150	\$1,150	\$1,300	\$1,350
7	\$900	\$950	\$1,030	\$1,200	\$1,200	\$1,225	\$1,235	\$1,250	\$1,275	\$1,300	\$1,300	\$1,350
8	\$900	\$950	\$1,030	\$1,150	\$1,200	\$1,225	\$1,235	\$1,270	\$1,350	\$1,450	\$1,450	\$1,500
9	\$1,100	\$1,250	\$1,280	\$1,450	\$1,500	\$1,555	\$1,500	\$1,550	\$1,800	\$1,750	\$1,800	\$1,850

10	\$1,100	\$1,200	\$1,330	\$1,450	\$1,800	\$1,875	\$1,825	\$1,900	\$1,950	\$1,950	\$1,950	\$2,000
Xcel												\$1,000

Level	2015-16	2016-17	2017-18	2018-19	2019-20 (TBD)
3	\$1075	\$1150	\$1200	\$1300	\$1300
4	\$1075	\$1150	\$1150	\$1375	\$1375
5	\$1075	\$1150	\$1150	\$1350	\$1350
6	\$1475	\$1475	\$1525	\$1600	\$1600
7	\$1475	\$1475	\$1525	\$1600	\$1600
8	\$1475	\$1575	\$1625	\$1600	\$1600
9	\$1700	\$1850	\$1775	\$1800	\$1800
10	\$2000	\$2050	\$2100	\$2150	\$2150
Xcel G/S	\$1050	\$1050	\$1050	\$1050	\$1050
Xcel P/D				\$1400	\$1400
Xcel G/S				\$490	\$490

These assessment payments are mandatory regardless of whether your daughter competes. If a gymnast changes levels during the season, the gymnast is required to pay the new level's assessment amount for the entire year regardless of the number of meets left in the year. This additional amount can either be paid separately to CGGBC or added to the member's next assessment to give the member the opportunity to fundraise the additional amount.

CGGBC's Pre-Assessment

In addition to Capital's three assessments, CGGBC has a Pre-Assessment period, for which fundraised earnings are distributed to pay the yearly USAG membership fee, Capital's yearly membership fee and the cost of any team leotard and/or warm-up suit that gymnasts are required to purchase for the competitive season. As a member of CGGBC, you are required to make all leotard and warm-up purchases through CGGBC. Below is the Pre-Assessment amount from prior years:

	COMPULSORY	OPTIONAL	XCEL
Competition Leotard	\$295.00	\$285.00	\$105.00
Warm-up Suit	<u>\$190.00</u>	<u>\$190.00</u>	<u>\$190.00</u>
TOTAL:	\$679.00	\$669.00	\$489.00

CGGBC members are responsible for making all four assessment payments to CGGBC, and CGGBC, in turn, pays Capital for its members' assessments.

Fees and Penalties

Specific fundraising cutoff dates and payment due dates will be updated on the CGGBC website (www.cggbc.com), and are subject to change. Please plan to pay assessments approximately 2 weeks before it is due to the gym. This is to ensure we have received all payments and have the funds to pay Capital Gymnastics. When an assessment payment is due, CGGBC will send an invoice electronically,

which you will then be able to pay with your checking account (no fee) or debit/credit card (fees apply). A \$35.00 returned check fee will be charged for all returned checks. CGGBC will not pay for your assessment until the fee is paid. **If a member does not pay his or her assessment by the due date, said member risks forfeiting his or her ability to participate in the distribution of fundraised earnings.** The treasurer shall send out written notice after the due date to the delinquent member via email, regular mail or hand delivery advising that the payment is late, and a \$50 late fee will automatically be added. If the assessment payment and late fee are not received within five (5) days (weekends included) of the date of the letter, the member loses his ability to participate in that assessment's earnings distribution and will be responsible for paying said assessment directly to Capital. If a member is imposed a late fee as mentioned above more than one time (unless extenuating circumstances are brought in writing to the President (cggbc.president@gmail.com), they will be removed from CGGBC immediately.

CGGBC will have the right to deduct any unpaid late fee from the delinquent member's fundraised earnings. In accordance with Capital's policy, failure to pay an assessment on time could result in the disallowance of a gymnast's ability to compete.

IV. CAPITAL'S REFUND POLICY

Below is a list of frequently asked questions and Capital's policy on assessment refunds. If you have further questions about assessments, please contact Capital directly. CGGBC does not have any control over the amount or required payment due dates of these assessments.

1. Why do I need to pay for a competition that my daughter will not be attending (due to injury, illness, vacation, etc.)?
2. When my daughter moved from one competitive level to another, why was I required to make up the difference for past assessments and not just future assessments?
3. If my daughter is unable to attend a meet and there is enough time to inform the hosting gym in order for Capital to receive a refund for her entry fee, why am I still expected to pay for her entry fee and not just coach's expenses?

At the beginning of the season, Capital determines the girls' team assessments based on the following information:

1. Tatiana (Head coach at Capital) decides what meets the different levels will attend for a particular season and then gives the list to Capital.
2. Capital determines the cost of the meets by factoring in the following:

Expense:	Gymnast
Entry Fee	Competition

Coaches Expenses:
Travel: Car Rental, Gas, Taxi, Parking, Toll Fees, Airfare
Lodging: Hotel
Per-diem: Food per day
Session Fee: Paid per coach, per session, per day

3. Capital divides the estimated costs by the number of gymnasts enrolled at that time in each level and determines the amounts of each level's assessment.

Refunds or credits will not be made to gymnasts for any competition fees. When a gymnast does not attend a meet, she must still pay the full assessment amount because she was factored in the total when the assessment was computed. Below are a few examples of why there are no refunds:

Coaches' Fees Stay the Same: There are 10 girls in level 10 in September when coaches' fees for a meet are calculated and published (e.g., Coaches fees for this level are \$1,000 divided by 10 girls. Each gymnast pays \$100.) If two girls quit before the meet season starts and have not paid their assessment, Capital is now only collecting \$800 from the entire level, but the coaches' expenses are still \$1,000. In this example, there is a shortfall to Capital in the amount of \$200.

Unexpected Costs: Tatiana estimates it will cost \$300 each for 4 coaches to go to California in January. But in November, when she books the flights, the cost is \$375. In this example, there is a shortfall to Capital in the amount of \$300.

Meet Fees: In August, Tatiana gives Tish a projected budget for intended meets. The cost averages \$75 a gymnast but sometimes it varies per event.

These examples illustrate the three main reasons why Capital does not refund or discount competition assessments. Of course, unused money from scratches is used to help cover shortages. However, even if there is a deficit between the amounts paid by gymnasts and Capital's actual out-of-pocket expenses during a competition year, Capital **does not** go back to the parents and request more money to make up the difference.

If Capital refunds specific meet entry fees to those who do not compete, they would also have to charge the rest of the team additional fees to make up for the ones who do not compete. Capital has decided not to engage in such a policy.

With the constant ebb and flow in overages and shortages, this policy of "no refund and no additional money requests" has been proven to work for Capital. Entry fees and coaches' fees are pooled together in one pot to make this system work. Perhaps it seems unfair on an "individual" level in certain circumstances, but in the big picture, the money evens out between the gymnasts and the gym. It is not a perfect system, and it is a difficult task for the gym and the coaches. Capital and its coaches try exceptionally hard to make the numbers right, and to make sure there is a balance between logistics and fairness.

V. FUNDRAISED EARNINGS DISTRIBUTION

Under IRS law, for CGGBC to retain its 501(c)(3) non-profit, tax exempt status, CGGBC parents are not allowed to fundraise solely for their own athlete. It is important to remember that CGGBC is organized to promote amateur gymnastics and cannot benefit individual athletes. Therefore, a member fundraises on behalf of CGGBC and not for themselves or any gymnast. Participation in the club does not create a right to the distribution of fundraised earnings. Earnings will not inure to the benefit of any private individual. When an athlete or parent fundraises, the earnings belong to CGGBC and are distributed to its members in accordance with the federal laws with respect to non-profit, charitable companies (including Internal Revenue Code Section 501), and NCAA general regulations for amateur status.

Allocation of Fundraised Earnings

Three percent of a member's fundraised earnings will be applied to the Resource Account (see below) and ninety-seven percent will be applied to the Flex Plan described below.

In 2005 the Flex Plan was introduced for the allocation of fundraised earnings. The Flex Plan provides enough "flexibility" for different fundraising styles. Some members want to fundraise their entire assessment while others want to be casual booster club members and fundraise sparingly. The Flex plan meets the different needs of our membership while providing a real sense of fairness to all its members.

In the Flex Plan, there are two fundraising teams: Compulsory (levels 3, 4, 5, and Xcel); and the Optional (levels 6, 7, 8, 9, 10). Within these two teams are ten blind sub-groups into which members fall based on the percentage of their assessment fundraised. The total fundraised earnings, within each sub-group, are then divided equally (pro-rated based on their assessment amounts) by the members in the group.

The teams and sub-groups are as follows:

<u>Compulsory Fundraising Team</u>	<u>Optional Fundraising Team</u>
90.1% - 100.0%	90.1% - 100.0%
80.1% - 90.0%	80.1% - 90.0%
70.1% - 80.0%	70.1% - 80.0%
60.1% - 70.0%	60.1% - 70.0%
50.1% - 60.0%	50.1% - 60.0%
40.1% - 50.0%	40.1% - 50.0%
30.1% - 40.0%	30.1% - 40.0%
20.1% - 30.0%	20.1% - 30.0%
10.1% - 20.0%	10.1% - 20.0%
0.0% - 10.0%	0.0% - 10.0%

If a member fundraises over 100% of his or her assessment, the "overage" can be considered for the following assessment period.

The total distribution to a family with more than one gymnast will be split pro-rata between the gymnasts based on their assessment amounts, so that the family as a whole falls into one sub-group of the Flex Plan.

Members should contact the President at cggbc.president@gmail.com with any questions or concerns regarding fundraised earnings.

Resource Account

Three percent of all fundraised earnings will be deposited into the Resource Account. The Board will oversee use and allocation of the Resource Account. This account will be used to promote the sport of gymnastics and the needs of the gymnasts and families as determined by the Board.

VI. FUNDRAISERS

Throughout the CGGBC season, members may choose from a variety of fundraisers in which to participate. Some fundraisers run continuously throughout the season, while others last only a few weeks. All CGGBC fundraisers are organized and run (or chaired) by volunteer members. Any member wishing to chair or co-chair a fundraiser should contact the Vice President of Fundraising (see www.cggbc.com for current contact information). Members can find current fundraiser information on the website. An email will be sent out at the beginning of each fundraiser to notify the membership that information is available. CGGBC is not responsible for any damage to personal items or equipment used for CGGBC business.

VII. RULES AND PENALTIES FOR WORKING CGGBC FUNDRAISER EVENTS

Arriving Late (without previous clearance by chairperson)

1. Members must arrive 5 minutes prior the scheduled time.
2. Arriving within the first 15 minutes late of the scheduled time – after 2nd offense – banned from working for the next 30 days.
3. Arriving over 1 hour late – banned from working for the next 60 days plus required to forfeit 50% of earnings for the event (those earnings will then be split by the other workers that were on time).

Leaving Early (without previous clearance by chairperson)

1. No one is to leave an event until everyone is done.
2. Leaving an event 15 minutes early – no penalty if agreed upon (in writing) by everyone working that night. The written agreement must be submitted to the fundraiser chairperson as soon as possible after working the event.
3. Leaving early at any time, without explanation or notification – banned from working for 1 year plus required to forfeit 100% of earnings from the event (those earnings will then be split by the other workers that stayed the entire time).

No Show (without previous clearance by chairperson)

1. If you sign up, you must show up to work.

2. If you need to cancel, it is your responsibility to find a replacement.
3. No show – 1st offense – banned from working for the next 60 days plus a fine of \$50 to be paid to CGGBC within 7 days of offense.
4. No show – 2nd offense – banned from working for 1 year plus a fine of \$100 to be paid to CGGBC within 7 days of offense.

Other

1. All workers will be required to sign in and write down arrival time.
2. All workers will be required to sign out and write down departure time.
3. In addition to any fines and penalties stated above, the member(s) committing any given offense will be responsible for any fine or penalty assessed by the establishment for whom CGGBC is working.
4. The president will notify a member in writing if a penalty is being assessed. This will include the reason for the penalty and the date of infraction.
5. A member may petition the CGGBC Board via email to the President using the CGGBC Appeal Form (see website) regarding a penalty received within 7 days of the offense. The Board will vote and respond in writing to the member's written petition within 7 days of receipt. The Board is the final authority on all penalties described herein.
6. If a penalty involves a suspension, the member will stay on the work schedule for the 7-day appeal period. If a member does not petition the CGGBC Board within 7 days of the offense, any fine (if applicable) must be paid by 7 days after the date of the offense and any suspension (if applicable) will begin 7 days after the date of the offense.
7. Letter of Misconduct – This letter will be given to a member that the Board deems necessary to rectify his/her behavior before expulsion from CGGBC. This letter will indicate that after the 3rd written complaint, the member will be automatically removed from CGGBC with the understanding that the gymnast is the member of the club, and anybody fundraising on her behalf is jeopardizing that privilege. 2019-